



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

## NOTIFICATION OF STATEWIDE CONTRACT

February 20, 2003

**CONTRACT TITLE: SOFTWARE TRAINING**

**CURRENT CONTRACT PERIOD: FEBRUARY 20, 2003 THROUGH FEBRUARY 19, 2004**

**BUYER INFORMATION:** JOHN STOBART  
(573) 751 - 3796  
stobj@mail.oa.state.mo.us

RENEWAL INFORMATION	Original Contract Period	Total Renewal Options Available	Potential Final Expiration
	02/20/01 – 02/19/02	2	02/19/06

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

**THE USE OF THIS CONTRACT IS NOT MANDATORY.**

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
C201013001	4316444390 0	NEW HORIZONS COMPUTER LEARNING CENTER 2345 Milpark Drive St. Louis, MO 63043  Contact: Richard Losciele Phone: (314) 429-3311 ext. 172 Fax: (314) 429-3790 Email: <a href="mailto:Richard.Losciele@newhorizons.com">Richard.Losciele@newhorizons.com</a>  <u>MBE/WBE Participants:</u> Prime Mover (Certification #B01004) and Rose International (Certification #B00033) are both certified as both MBE/WBEs.	20% MBE & 10% WBE	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
C201013002	5415933950 0	<p>PREFERRED SYSTEMS SOLUTIONS, INC. 3040 Williams Drive #505 Fairfax, VA 22031</p> <p>Contact: Susan Day, Project Manager Phone: (703) 663-2777 Fax: (703) 663-2780 Email: <a href="mailto:sday@pssfed.com">sday@pssfed.com</a></p> <p><u>MBE/WBE Participants:</u></p> <ul style="list-style-type: none"> <li>▪ Preferred Systems Solutions is the MBE participant. Certification #M00739.</li> <li>▪ Training Partners, Ltd</li> <li>▪ Certification #W01747</li> </ul>	90% MBE & 10% WBE	Yes
C201013003	4317729880 1	<p>MOORETEC, INC. 15860 Pleasant Grove Rd. Camden Point, MO 64018</p> <p>Contact: Dr. Judith Ann Moore, Director Phone: (816) 445-3361 Fax: (816) 445-3544 Email: <a href="mailto:MooreTEC@arcomputers.net">MooreTEC@arcomputers.net</a></p> <p><u>MBE/WBE Participants</u></p> <p>Aspen Publishing Company, Inc. is the MBE participant. Certification #B00799. MooreTEC is the WBE participant. Certification #W00543.</p>	20% MBE & 80% WBE	Yes
C201013004	4308997660 5	<p>STATE FAIR COMMUNITY COLLEGE 3201 W. 16<sup>th</sup> Street Sedalia, MO 65301</p> <p>Contact: Brenda Bryan, Ph.D. Phone: (660) 530-5800 ext. 350 Fax: (660) 530-5855 Email: <a href="mailto:bryan@sfcc.cc.mo.us">bryan@sfcc.cc.mo.us</a></p> <p><u>MBE/WBE Participants</u></p> <p>Digital Printing Services is the MBE participant. Certification #M00840. Modern Litho Print Company is the WBE participant. Certification #W00679.</p>	20% MBE & 12% WBE	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
02/20/03 to 02/19/04	02/20/03	Re-issue of statewide notice upon contract renewal. Substitutes Training Partners in lieu of Critical Business Solutions as WBE participant.
02/20/02 to 02/19/03	03/01/02	Re-issue of statewide notice upon contract renewal.
2/20/01 to 2/19/02	2/20/01	Initial issuance of new statewide contract.

## GENERAL CONTRACT INFORMATION

1. **Purpose:** Establishes a contract for the acquisition of various software training services for various state agencies located throughout the State of Missouri. The coordinating state agency for the contract shall be the Missouri Technical Training and Educational Center (MOTEC) or other ordering agency. The State of Missouri shall provide a facility for the on-site training classes. It is anticipated that the majority of the on-site training classes shall be held at the MOTEC facility. *Please contact MOTEC for listing of what training courses are available for each category.*

The software training services have been divided into 8 categories of training, which are as follows: (1) PC Application Training for End Users, (2) LAN Server Applications and Administration Training, (3) PC Application Development Training, (4) Web Applications/Development Training, (5) Mid-range Computer Administration Training, (6) Mid-Range Application Development Training, (7) Mainframe Application Programming Training, and (8) Certified Training. Each category of training has a primary contractor, secondary contractor, and a tertiary contractor.

### State agencies shall be required to utilize the primary contractor unless:

- a. The primary contractor cannot provide the services in the time frame requested by the state agency (in such event, the agency shall utilize the secondary contractor unless the secondary contractor cannot provide the services in the time frame requested by the state agency in which case the agency shall utilize the tertiary contractor); or
- b. The primary contractor cannot provide the requested training course due to it not being part of their training curriculum (in such event, the agency shall utilize the secondary contractor unless the secondary contractor cannot provide said training course, in which case the agency shall utilize the tertiary contractor); or
- c. The state agency has documented receiving unsatisfactory services applicable to the primary contractor's work performance (in such event, the agency shall utilize the secondary contractor unless the state agency has also documented receiving unsatisfactory services applicable to the secondary contractor's work performance in which case the agency shall utilize the tertiary contractor)

\*See last page for listing of primary, secondary, and tertiary contractors for each training category.

2. **Contract Period:** Current contract period is 2/20/03 through 2/19/04. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. Contract shall expire in its entirety 2/19/06.
3. **Price:** All prices shall be as indicated on the Pricing Pages. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
4. **Cooperative Procurement:** All contractors have indicated agreement to participate in the Cooperative Procurement Program, the contractors shall provide equipment, supplies, and/or services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (67.360 RSMo).
5. **Performance Requirements:**

The contractor shall provide instructor-led training courses.

The class sizes for both on-site and contractor-site training courses shall be up to fifteen (15) students. The class size shall not exceed twenty (20) students.

The contractor shall provide training for the latest, or most recent, version of software available. The contractor should provide training for older versions of software as requested by the agencies.

If the contractor installs contractor-provided training software onto state-provided PCs, the contractor shall uninstall all such software at the completion of the course.

The contractor should provide post-training technical support, via a toll-free number, for a minimum of 30 days following a completed training course.

The contractor understands and agrees that the state agency reserves the right to reject/request substitution of any of the contractor's instructor(s).

A full training day shall consist of a six (6) to eight (8)-hour day, which includes an hour lunch and at least two (2) fifteen (15)-minute breaks, preferably one in the morning and one in the afternoon.

### **5.1 Course Content and Instructional Material:**

- The contractor must provide all student materials at no additional cost to the state.
- Each enrolled student must receive their own specific course materials.
- All student materials shall be retained by students for future reference.
- All student materials should be in bound booklet form.
- All student materials must be neatly typed and clearly printed.

Each course must include an effective mix of training techniques including lecture(s), question and answer session(s), and hands-on practical application activities.

**5.2 Certified Training:** For Category 8, in addition to the other software training courses offered, the contractor should offer software training courses that are certified by the makers of the software (e.g., A MicroSoft certified class is taught using certified books and a certified instructor).

### **5.3 Scheduling and Cancellation of Courses:**

- Training courses shall be scheduled on a day and at a time mutually agreeable to both the state agency and the contractor.
- For contractor-site and on-site classes, the contractor must notify the scheduling agency in writing of class cancellations at least ten (10) working days prior to the date of the scheduled class.
- For contractor-site and on-site classes, the contractor must allow the scheduling agency to cancel their class registration by mailing or faxing written notice to the contractor any time up to and including ten (10) working days prior to the date of the scheduled class, at no cost to the state.

**5.4 Certificate of Completion:** The contractor shall provide certificates of completion to the scheduling agency for each of the training courses at no cost to the State. Due to the fact that students are sometimes substituted with a different student directly prior to the scheduled training class day or other such similar circumstance, the contractor must be prepared to accommodate such situations so that the scheduling agency can provide for example the substituted student a certificate of completion on the day that the student complete the course.

**5.5 Course Evaluation:** The contractor shall provide students a course evaluation form at the end of each training course.

**5.6 Record Keeping and Reporting:** The contractor shall maintain records and upon request of a state agency provide such reports to the agency. Records to be kept include, but not limited to the following:

- 1) Class Information by department, agency, political subdivision, state employee, etc. Class information pertains to titles/dates/& costs of classes scheduled; and requesting agency.
- 2) Student attendance – sign in sheets.
- 3) Student class evaluation information (post-training questions)

**6. Invoicing and Payment:** The contractor shall submit an itemized invoice, for educational services provided during the previous month, to the scheduling agency. The contractor shall submit invoices to the address as designated by the scheduling agency.

The contractor's submitted invoice must be itemized with the following information at a minimum:

- a. The title of the class;
- b. The name of the instructor(s);
- c. Class training total amount;
- d. The date(s) on which the class was provided;

## PRICING PAGES FOR ON-SITE SOFTWARE TRAINING

*\*Travel expenses are included in the on-site training costs.*

TRAINING CATEGORY	CONTRACTOR CLASSIFICATION	CONTRACTOR	PER DAY COST FOR UP TO 15 STUDENTS	PER DAY COST FOR EACH ADD'L STUDENT OVER 15	CONTRACT #
<b>CATEGORY 1: FOR PC APPLICATION TRAINING FOR END USERS</b>	<b>PRIMARY:</b>	<b>NEW HORIZONS</b>	<b>\$750</b>	<b>\$0</b>	C201013001
	SECONDARY:	PREFERRED SYSTEMS SOLUTION	\$2,169.82	\$53	C201013002
	TERTIARY:	STATE FAIR COMMUNITY COLLEGE	\$2,268	\$48	C201013004
<b>CATEGORY 2: FOR LAN SERVER APPLICATIONS AND ADMINISTRATION TRAINING</b>	<b>PRIMARY:</b>	<b>NEW HORIZONS</b>	<b>\$2,175</b>	<b>\$0</b>	C201013001
	SECONDARY:	PREFERRED SYSTEMS SOLUTION	\$2,191.02	\$53	C201013002
	TERTIARY:	MOORETEC	\$2,450.70	\$55.00	C201013003
<b>CATEGORY 3: FOR PC APPLICATION DEVELOPMENT TRAINING</b>	<b>PRIMARY:</b>	<b>PREFERRED SYSTEMS SOLUTIONS</b>	<b>\$2,300.20</b>	<b>\$53</b>	C201013002
	SECONDARY:	MOORETEC	\$2,450.70	\$55.00	C201013003
	TERTIARY:	STATE FAIR COMMUNITY COLLEGE	\$2,268.00	\$162	C201013004
<b>CATEGORY 4: FOR WEB APPLICATIONS/ DEVELOPMENT TRAINING</b>	<b>PRIMARY:</b>	<b>PREFERRED SYSTEMS SOLUTIONS</b>	<b>\$2,300.20</b>	<b>\$53</b>	C201013002
	SECONDARY:	NEW HORIZONS	\$2175	\$0	C201013001
	TERTIARY:	MOORETEC	\$2,450.70	\$55.00	C201013003
<b>CATEGORY 5: FOR MID-RANGE COMPUTER ADMINISTRATION TRAINING</b>	<b>PRIMARY:</b>	<b>PREFERRED SYSTEMS SOLUTION</b>	<b>\$2,300.20</b>	<b>\$53</b>	C201013001
	SECONDARY:	NEW HORIZONS	\$4,350	\$0	C201013002
	TERTIARY:	STATE FAIR COMMUNITY COLLEGE	\$2,268.00	\$48	C201013004

TRAINING CATEGORY	CONTRACTOR CLASSIFICATION	CONTRACTOR	PER DAY COST FOR UP TO 15 STUDENTS	PER DAY COST FOR EACH ADD'L STUDENT OVER 15	CONTRACT #
<b>CATEGORY 6: FOR MID-RANGE APPLICATION DEVELOPMENT TRAINING</b>	<b>PRIMARY:</b>	<b>PREFERRED SYSTEMS SOLUTION</b>	<b>\$2,355.32</b>	<b>\$53</b>	C201013002
	SECONDARY:	MOORETEC	\$2,450.70	\$55.00	C201013003
	TERTIARY:	STATE FAIR COMMUNITY COLLEGE	\$2,268.00	\$48	C201013004
<b>CATEGORY 7: FOR MAINFRAME APPLICATION PROGRAMMING TRAINING</b>	<b>PRIMARY:</b>	<b>PREFERRED SYSTEMS SOLUTION</b>	<b>\$2,300.20</b>	<b>\$53</b>	C201013002
	SECONDARY:	MOORETEC	\$2,450.70	\$55.00	C201013003
	TERTIARY:	STATE FAIR COMMUNITY COLLEGE	\$2,268	\$162	C201013004
<b>CATEGORY 8: CERTIFIED TRAINING</b>	<b>PRIMARY:</b>	<b>NEW HORIZONS</b>	<b>\$2,175</b>	<b>\$0</b>	C201013001
	SECONDARY:	PREFERRED SYSTEMS SOLUTION	\$5,168.56	\$53	C201013002
	TERTIARY:	STATE FAIR COMMUNITY COLLEGE	\$3,225.00	\$375	C201013004

NOTE: CONTRACTOR-SITE PRICING IS AVAILABLE. CONTACT JOHN STOBART, BUYER OF RECORD FOR MORE INFORMATION.



## **VOLUME DISCOUNT PRICING**

<b>CONTRACTOR</b>	<b>DISCOUNT PRICING INFORMATION</b>
NEW HORIZONS	Discounted prices available for contractor site “open enrollment” training courses. Contact the John Stobbart, buyer, for more information.
PREFERRED SYSTEMS SOLUTIONS	1% Discount on any 4 day course. 2% Discount on any 5 day course.
MOORETEC	7% Discount on all 4 Day courses. 10% Discount on all 5 day courses.
STATE FAIR COMMUNITY COLLEGE	10% Discount on classes 3 days or longer. 10% discount on a course offered 5 times within the SFCC Service Area and 12% discount for each additional offering. SFCC Service Area consists of the following counties: Benton, Camden, Carroll, Cole, Cooper, Henry, Hickory, Johnson, Miller, Moniteau, Morgan, Pettis, Saline, and St. Clair.